

Healthy Homes and Lead Poisoning Surveillance System (HHL PSS)

Job Aid 3.13: Patient Notes

You can use the **Patient Notes** page to create custom free-text notes associated with a patient record.

Step 1: Select the **Clinical** tab and find the patient [see [Job Aid 3.1: Find a Patient and Patient Information \(P-02299-3.1\)](#)]. Verify you have the correct patient by reviewing the patient information at the top of the screen (highlighted in yellow).

The screenshot shows the HHL PSS interface. At the top, a yellow box contains patient information: (OLANTERN, JILL) DOB: 1/1/2016 ID#: 2018924 JURI.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C. Below this, there are navigation tabs: Home, Clinical (highlighted in red), Environmental, and Reports. On the left, a menu lists various options, with 'Find Patient' highlighted in red. The main area displays a table of patient records.

Name	HHL PSS ID	Date of Birth	Local ID	Address	Case Status	Jurisdiction
Jack O Lantern	2018878	10/31/2017		1403 PRAIRIE ROSE Dr Su...	Open	Department of Pub...
Jill O Lantern	2018924	1/1/2016		1403 Prairie Rose Dr Sun...	Open	Department of Pub...

Step 2: Click on **Notes** on the left side menu. This will bring up the **Notes** page. Existing patient notes will be listed as in the screenshot below.

Step 3: To view or edit the details of an existing note, click the **Detail** link in the Details column associated with the desired note.

The screenshot shows the HHL PSS interface with the 'Notes' menu item highlighted in red on the left. The main area displays a table of notes. The 'Details' column of the table is highlighted with a red box, and the 'Detail' link for the first note is also highlighted.

Date	Subject	Author	Role	Details
11/28/2018	Home Visit	coonsmj		Detail
11/13/2018	EBLL	bortzm	E.H.S	Detail
11/1/2018	Moving	bortzm	N.C.M	Detail

Step 4: To add a new note, click on the **New** button on the bottom left side menu. Required fields for patient notes are the Date, Subject and contents in the text box for the actual note (circled in red). Your name will automatically populate as the **Author**.

The screenshot shows the HHL PSS (Healthy Homes and Lead Poisoning Surveillance System) interface. At the top, it displays the patient's name (OLANTERN, JILL), DOB (1/1/2016), ID# (2018924), and JURI. (DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C). Below this are navigation tabs for Home, Clinical, Environmental, and Reports. A left sidebar menu lists various options: Find Patient, Clinical Letters, Patient Info, Patient Address, Blood Lead Tests, Case Details, Case Exposure, Associated Persons, Other Blood Tests, Other Medical, Chelation, Notes, and Patient Attachments. The main content area shows a form for adding a new note. The 'Date' field is populated with '11/13/2018'. The 'Subject' field is empty. The 'Author' field is populated with 'bortzm'. The 'Role' field is empty. A large text area for the note content is circled in red. Below the text area is a 'Delete' button. At the bottom left, a menu contains buttons for 'New', 'Help', 'Save', 'Revert', 'Print Screen', and 'Log Out'. The 'New', 'Help', and 'Save' buttons are also circled in red.

Step 5: After entering your notes and the other required data, click on the **Save** button in the bottom left side menu. After saving, the note will be added to the listing on the **Notes** page.

Questions

Please contact the HHL PSS coordinator at 608-266-5817, or email [DHS Lead Poisoning Prevention](#).